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Approved For Release 2005/11/17 : CIA-RDP58-00039A000500040013-0*Office Memorandum* • UNITED STATES GOVERNMENT

TO : Executive Officer/TR

DATE: 5 July 1956

FROM : Chief, Instructional Services Branch/SS/TR

SUBJECT: Weekly Activity Report No. 27  
28 June - 5 July 1956SIGNIFICANT ITEMS

In light of the planned reorganization of the Instructional Services Branch/SS/TR, an effort must be made to allocate those functions listed below and now handled by C/ISB, and not the proper responsibilities of the Sections.

- a. Control of all OTR published materials, excluding the OTR Bulletin, insofar as decisions must be made regarding design, format, and the proper method of printing and reproduction.
- b. The editorial control of the printed materials published by OTR to insure correct and proper text style, printing procedures, and final proof-reading for typographic and printing errors.
- c. "Identify and coordinate requirements and establish priorities, plans and schedules for the production of training publications."
- d. "Receive all proposals for the production of training publications to be sponsored by the Office of Training and recommend actions upon them."

OTHER ACTIVITIES1. Overseas Training Support

a. OTR Library Accessions List. The May-June accessions list is currently being compiled by the Library Staff/ISB; it will be coordinated with the AO/OS staff during the week of 9 July. C/ISB [ ] C/LIB/ISB, visited the CI Staff for a confirmation of the type and class of annotated materials which could be included in the accessions list without any infringement of security. [ ] PPS/TR, has been asked to comment on the forthcoming published list.

2. Research and Bibliographies

a. The bibliography of materials dealing with Intelligence Theory and Functions has been compiled by the Library Staff, ISB. A total of 45 books, articles, and newspaper items have been included in the bibliography which will be published as a preliminary study. The request was originally made by Mr. Wm. Jackson of the President's Staff. (Originally reported in ISB Weekly Report No. 1723. CIA-RDP58-00039A000500040013-0)

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b. Selected Materials on the Soviet Union. The compiled bibliographic listing will be reviewed by requestor.

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d. A recent bibliography reproduced by OS/TR, Bibliography of Unconventional Warfare Materials was not properly coordinated with the Library Staff/ISB, and the result was an ineffective publication effort, with many oversights. I should like to repeat the statement contained in the ISB Weekly Report No. 11, dated 14 March 1956 regarding any bibliographic activity within OTR:

"The Chiefs of the Schools and the faculties should be informed that the Library Staff has the facility and the responsibility for providing assistance in compiling all training bibliographies. It has come to the attention of C/LIB that work on a number of bibliographies has been initiated by the instructors without knowledge being passed to C/LIB. The Library Staff will provide necessary assistance and discuss the requirements of the projected bibliographies to determine whether there is any duplication of effort."

3. Printing and Reproduction

a. The collated materials for the Polish Newspaper Reader and the Czech Newspaper Reader have been submitted to the VAS Shop for layout and paste-up.

b. Because of a rescheduling of work at PSD/LO, the distribution date for the OTR Bulletin No. 16 has been set at 5 July, instead of 3 July as originally planned.

c. The E&R Section reproduced, collated and distributed the following regulatory memoranda during the week: 150 copies each of 4 original pages. During the month of June the Section reproduced (in bulk) a total of 832 original pages, and edited 2 special projects.

4. Attendance at the Language Film Program

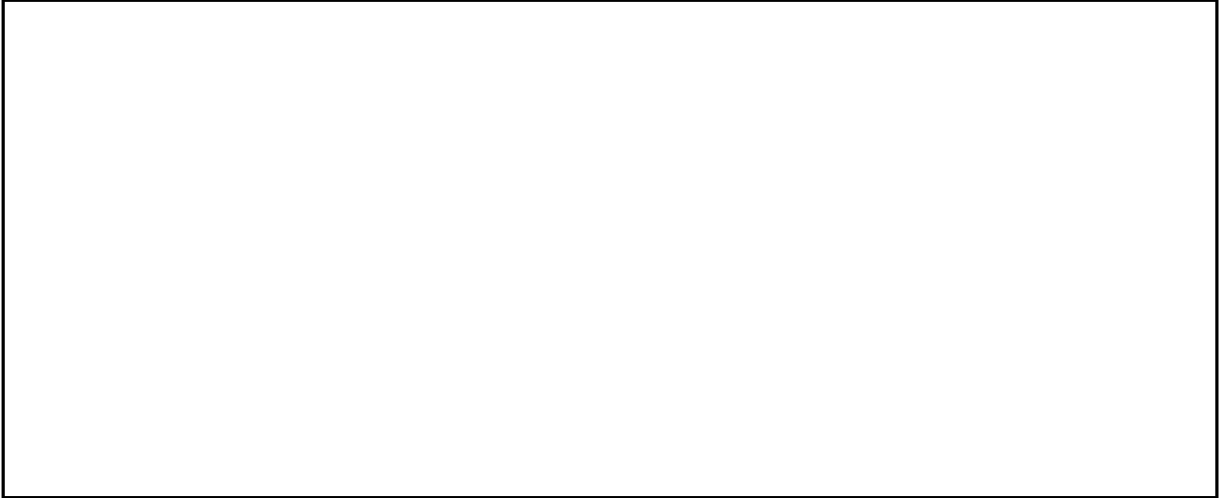
a. Rumanian	28 June	<input type="checkbox"/> persons
b. Russian	2 July	<input type="checkbox"/> "
c. Russian	3 July	(cancelled)

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5. Personnel Notes



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